

Helen Hughes
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PROFESSIONAL OBJECTIVE

Obtain a challenging position with a company where I can exercise my skills and determination in a positive and productive setting.

EDUCATION

University of Phoenix	2005-2010	Nashville, TN
Bachelor of Science in Business Management		

PROFESSIONAL EXPERIENCE

"Candidate for Councilmember for the 3rd District"

State of Tennessee	3/2008 – Present	Nashville, TN
<i>Procurement Officer 1</i>		

- Creating new Sourcing Events: Copy lines from a Requisition into a Sourcing Event
- Awarding to Purchase orders: Creating Purchase orders, printing an authorized PO, Adding brands and models to a PO, and Viewing Statewide contract information
- Operate from Edison software program: to create requisition, and Purchase orders
- Responsible for purchases, issues, and stores materials, supplies and equipment by preparing requisitions and purchase order for supplies for 37 Counties
- Prepare service contracts and screens purchase orders for accuracy and proper justification
- Pay invoices for counties and departments within the state, and Receive supplies and follow up on late shipments
- Monitor pagers for field Operators
- Create spread sheets in Excel for all orders: keep track of Purchase orders
- Maintain the budge for accounting purposes and purchase records for inventory control
- Direct the work of clerical and other staff as assigned
- Specialized purchasing of goods and services.
- coordinating and facilitating the acquisition of goods and services
- *Knowledge of basic business principles.
- Knowledge of state contracting laws, regulations and procedures.
- Knowledge of modern office methods, equipment and practices.
- Knowledge of purchasing methods and procedures in an assigned field.
- *Ability to gather information regarding the type and specifics of merchandise needed by the agency.

- *Ability to establish and maintain effective working relationships with vendors, departmental officials and the public.
- Ability to present detailed reports of findings and recommendations, both orally and in writing.

State of Tennessee

5/2007 – 3/2008

Franklin, TN

Rehabilitation Assistant – (TRC) Tennessee Rehabilitation Center

- Communicate and collaborate with other healthcare professionals involved with the care of a patient.
- Maintain and promote a positive attitude toward clients and their treatment programs.
- Monitor patients' performance in therapy activities, providing encouragement.
- Attend continuing education classes.
- Attend care plan meetings to review patient progress and update care plans.
- Report to supervisors, verbally or in writing, on patients' progress, attitudes, and behavior.
- Alter treatment programs to obtain better results if treatment is not having the intended effect.
- Observe and record patients' progress, attitudes, and behavior and maintain this information in client records.
- Implement, or assist occupational therapists with implementing, treatment plans designed to help clients function independently.
- Demonstrate therapy techniques, such as manual or creative arts or games.
- Order any needed educational or treatment supplies.
- Select therapy activities to fit patients' needs and capabilities.
- Work under the direction of occupational therapists to plan, implement, or administer educational, vocational, or any other training if needed
- Monitor Attendance time sheet: keep record of client hours
- Monitor workshop Inventory

State of Tennessee

2005 – 5/2007

Nashville, TN

General Services/Purchasing/TCDHH & TTAP (Assignment with ADECCO TEMPORARY SERVICES)

- File Vendors Purchase orders
- Attend meeting with both Director to take notes
- Answered both Director Phone lines.
- Answered messages from TTY phone
- Made all copies for both Directors

Toyota Motor Credit Corporation

4/1997 – 5/2002

Franklin, TN

Administrative Assistant/Wholesale Clerk

- Processed Express and Priority Mail
- Paid Branch Invoices
- Proceeded Expense Reports
- Quoted Payoff on Vehicle: for both clients, and vendors
- Typed Financial Changes
- Ordered U-Drive-it Permits for the clients, and vendors
- Processed Report for Overpayments
- Typed Power of Attorney for clients, and vendors
- Ordered Duplicate Titles for clients, and vendors
- Mailed Lease Agreements and Title to State for Registration on Vehicles
- Endorsed Payments for Customers
- Processed Checks and made Deposits
- Processed Monthly Reports for all audits
- Floored cars for New Dealerships, et-up Checks to pay Dealerships at the end of the month and paid invoices

Skills and Abilities

- Proficiency in Microsoft Office – MS Word, MS Excel, MS PowerPoint
- Excellent Interpersonal and Written Communication Skills
- Ability to work with Minimal Direction
- Strong Planning and Organizational Skills
- Detail-Oriented
- Ability to Multi-Task

Memberships & Volunteer Activity

- Nashville Women's Political Caucus
- President of Bellshire Terrace Neighborhood Association
- Board Member, Prevent Blindness Tennessee
- Volunteer at Bellshire Elementary School Library
- Girl Scout Leader at the Victory Church Troop #01415
- Director of Events Planning for the "Together We Build Campaign"

References

Kevin R. Wright, State of Tennessee
Executive Director
Tennessee Technology Access Project
(615)313-4821 or 313-4918

Thom Roberts, State of Tennessee
Executive Director
Tennessee Council for the Deaf and Hard of Hearing
(615)313-4896 or 313-4978

Virginia Holt, State of Tennessee
Manager/Procurement Unit
(615)313-5520

Jennifer Gamble, Prevent Blindness Tennessee
Vice President – Marketing Development
(615)352-0450